

Minutes of the Personnel Committee

Tuesday, May 16, 2006

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson (Chair), Tom Schellinger, Rob Hutton, and Bob Thelen. Pete Gundrum arrived at 1:04 p.m. and Fritz Ruf arrived at 1:15 p.m. **Absent:** Tom Bullermann.

Also Present: Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, Risk Management Administrator Laura Stauffer, Corporation Counsel Tom Farley, Employment Services Manager Sue Zastrow, Labor Relations Manager Jim Richter, and Financial Analyst Lyndsay Johnson. Recorded by Mary Pedersen, County Board Office.

Schedule Next Meeting Dates

June 6th and June 20th.

Chair's Executive Committee Report of 5-15-06

Paulson advised of the following items discussed at the last Executive Committee meeting.

- Dwyer encouraged County Board members to check their e-mail on a regular basis. The County Board luncheon for departing supervisors will be held on May 23rd. The west door of the County Board Office is no longer available for use.
- UW-Extension Director Marcia Jante appeared to discuss their goals, objectives, and programs and a lengthy debate and discussion ensued.

Gundrum arrived at 1:04 p.m.

- Approved ordinance 160-O-008 entitled "Amend Waukesha County Code Of Ordinances To Establish Courthouse And Administration Center Facility Screening." The only entrances that will be available to County Board Supervisors and County employees will be Door #2 of the Courthouse and Door #35 of the Administration Center. The Justice Center will have their own entrance, as will the judges.
- Approved two ordinances to accept grant funding for UW-Extension.
- Supervisor Herro voted against a few re-appointments of County Board Supervisors to various boards and commissions. Herro felt other supervisors need to become more involved.

Approve Minutes of 5-2-06

MOTION: Thelen moved, second by Gundrum to approve the minutes of May 2nd. Motion carried 5-0.

Review Correspondence

- Letter to Chair Paulson from Register of Deeds Mike Hasslinger regarding Ordinance 160-O-011 entitled "Establish Salaries For Elected Officials," on today's agenda.

1st Quarter Report on Worker's Compensation Claims

Stauffer distributed copies of her report entitled "Waukesha County Worker's Compensation, 2002-2006 Claims History Summary" which she discussed as outlined.

Ruf arrived at 1:15 p.m.

A total of 25 worker's compensation claims were opened during the 1st quarter and all remained open by the end of the quarter. The total incurred during this time was \$108,381. Since 2002, a total of 472 claims were opened, 39 remained open, and a total of \$2,071,724 had been incurred. Stauffer highlighted some of the larger claims that had opened and those that had closed.

Educational Overview of the Following Departments / Divisions for which the Personnel Committee has Oversight: a) Corporation Counsel's Office, b) Human Resources Division

Farley noted that in most situations, they don't do defense work on worker's compensation or labor relations issues. The Corporation Counsel's Office employs 42 full-time equivalent (FTE) employees and has a 2006 budget of about \$3.6 million. Of that, \$2.2 million is for the Child Support Division which employs more than two-thirds of his staff. The majority of the division's budget consists of federal funds and less than 12% is county tax levy. The division collects about \$24 million a year in child support payments for families in Waukesha County. There are 2.5 FTE lawyers in the Corporation Counsel's Office who work in human services on child protection cases, termination of parental rights, and emergency mental commitments. The remaining attorneys work to assist all County departments as their legal advisors. They review all ordinances and resolutions and contracts. They are also responsible for monitoring all litigation, zoning enforcement, and highway work condemnation.

Richter and Zastrow gave an overview of the Human Resources Division of the Department of Administration. Richter said there are three staff members who report to him. With regards to the Labor Relations area, there are seven collective bargaining units that cover about 950 County employees. When they aren't negotiating contracts, they're doing contract administration. The employee benefits function is handled by Pete Hans who spends a significant amount of time working on health insurance issues for both active employees and retirees. Richter said his staff work in tandem with payroll staff on our information systems which also tracks various employee information such as benefit changes, etc. Staff spend a lot of time with department heads and managers handling issues such as employee discipline, employee complaints, etc. Zastrow said she works with the hiring of individuals and she has four staff members that report to her. They work with departments on recruitment, employee problems, and managing family medical leave. They are also responsible for the classification system and updating job specifications, performing organizational studies in departments, the non-represented compensation plan, and providing training programs for County employees. They also assist departments with employee performance evaluations. They have oversight of the County picnic and holiday party. There is an employee recognition program for years of service. As part of the non-represented compensation plan, the HAY system is used to determine salary.

Ordinance 161-O-011: Establish Salaries For Elected Officials

MOTION: Schellinger moved, second by Gundrum to approve ordinance 161-O-011.

Paulson said this ordinance is a result of discussions at the last Personnel Committee. He referred to the letter from Mike Hasslinger which spoke about a possible salary freeze and his salary being less than his deputy's.

Paulson proposed an amendment to the ordinance which would retain the salary adjustments of 0%, 2%, 0%, and 2% for the County Executive. However, under his amendment, the Clerk of Courts and the Sheriff would receive 2.8%, 1.75%, 3% and 3% (these are four-year terms) and the Treasurer, County Clerk, and Register of Deeds would receive 3% and 3% (these are two-year terms). With the exception of the County Executive who supports his own salary freeze, Paulson's amendment mirrors the ordinance that was introduced during the last board year. (It had not been acted on because it was referred back to committee at the board level and the board year ended before it could be addressed). Ruf spoke in support of Paulson's amendment and he felt Hasslinger's argument was persuasive.

MOTION: Ruf moved, second by Gundrum to approve Paulson's amendment.

After further clarification by Paulson on his amendment, Gundrum said he could not support it. Hutton spoke in favor of the ordinance. The ordinance and the proposed amendment were discussed and debated further.

The motion to approve the amendment failed 2-4. Gundrum, Thelen, Hutton, and Schellinger voted no.

The motion to approve ordinance 161-O-011 carried 4-2. Ruf and Paulson voted no.

MOTION: Gundrum moved, second by Thelen to adjourn at 2:57 p.m. Motion carried 6-0.

Respectfully submitted,

Approved on: _____

Robert G. Thelen II
Secretary